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ANNEX II TAB C

## CIA RECORDS CENTER

## MASTER PLAN OF OBJECTIVES AND METHODS OF ACCOMPLISHMENT

1. Objective - Store and protect non-current records and distribution materials of the Agency.

Methods of Accomplishment

a. In collaboration with the Security Office and the SMF Division develop plans for the adequate physical security and protection from fire, climate, etc., of the records used and housed in the Center.

b. Develop and coordinate with the Space Maintenance and Facilities Division and Security Office layout plans for maximum space utilization within the Center that will comply with established standards and at the same time insure efficient operations.

c. Establish a space control system that will indicate at all times the amount of storage space available and its location.

2. Objective - Provide the necessary facilities for accessioning records approved for transfer to the Center.

Methods of Accomplishment

a. Develop procedures to be used by Area Records Officers in preparing and routing records transfer request forms and in packing, labeling, and listing records to be retired. These procedures would be published as a bulletin or handbook.

b. Review and approve incoming transfer requests, and coordinate the accessioning transaction with the requesting office.

c. Maintain continuing liaison with the Space Maintenance and Facilities Division in order to provide the necessary labor and transportation for moving records into the Center.

d. Determine and procure necessary handling equipment to expedite the flow of incoming and outgoing records.

e. Provide for the control and assignment of storage space within the Center.

3. Objective - Provide reference service on records in custody and in the National Archives.

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Methods of Accomplishment

- a. Prepare finding aids, when required, to bring the records in custody under intellectual control, and to provide maximum accessibility for reference purposes.
  - b. Develop procedures for the expeditious handling of all records requests, both written and verbal, and the operation of a document loan service.
  - c. Install and maintain adequate facilities for a reference search room in the Center that will include microfilm readers.
  - d. Establish and maintain microfilming and photoreproducing services for those records in custody when such reproductions are not in conflict with Agency regulations, security, requirement, or statutory or legal restrictions.
  - e. Act as the official liaison with the National Archives concerning reference requirements for records in that Agency's custody.
4. Objective - Dispose of any records in custody that are authorized for destruction.

Methods of Accomplishment

- a. Establish and maintain disposal Tickler Files covering those records authorized for disposal; those disposable on a contingent basis and those which appear disposable but for which Agency approval has not been obtained.
  - b. Identify and determine those records in custody for which disposal standards have been authorized and approved through the issuance of Records Control Schedules and Lists.
  - c. Establish a procedure for obtaining the concurrence of operating activities in the destruction of any of their records that are authorized for disposal.
  - d. Provide for a system of reporting the amount of records disposed of by the Center.
5. Objective - Preserve records determined to have values worthy of permanent or longtime retention.

Methods of Accomplishment

- a. Determine the requirements necessary to prevent damage to records in custody due to insects, rodents, dust, excessive heat, excessive dampness, and rough handling.

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b. Conduct analyses of the various ways and means to provide the maximum permanency to the records and initiate projects to preserve or prevent future deterioration of permanently valuable records.

6. Objective - Store, reproduce and distribute supplemental copies of CIA produced intelligence information and reports and to make initial and supplemental distribution of Agency regulations and notices.

Methods of Accomplishment

a. Establish and maintain a continuing inventory for all incoming and outgoing material.

b. Plan and prepare the various finding aids necessary to bring the distribution under control.

c. Develop procedures for the prompt and expeditious servicing of all requests.

d. Operate and maintain photo-reproduction facilities as may be necessary to service requests for copies of information reports.

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